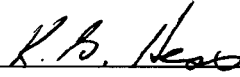


Approved: _____



10/29/02

Date

DIRECTIVE**Title:** BSC Policy for Establishing Training Requirements**Scope:** This directive applies to Bechtel SAIC Company, BSC subcontractors, and the national labs.**Statement:**

In accordance with the OCRWM Program Quality Assurance and Requirements Description (QARD) and the Integrated Safety Management Quality Assurance Program (ISMQAP) Addendum, BSC managers are required to identify training requirements for all job functions in their organization to ensure that their employees have competency commensurate with their responsibilities. This requirement is included and implemented as BSC practice through procedure AP-2.1Q, *Indoctrination and Training of Personnel*.

The purpose of this policy is to provide guidance for completing the organization's Training Requirements Matrix (TRM) and assigning employees to job functions, including:

1. Providing general direction on how to identify additional training requirements for organization job functions beyond those already identified in the General Employee Training Program Description.
2. Defining the general format for the organizational Training Requirements Matrix.
3. Providing general direction on how to assign job functions to employees.

Step 1: Identify Training Requirements

Two tools have been developed to aid the manager in identifying training requirements:

1. The General Employee Training Program Description

The General Employee Training Program Description, TPD-GET-001, (Attachment 1) identifies the minimum training and qualification requirements for BSC, national laboratory, and subcontractor personnel. The General Employee Training Program Description is approved by Ken Hess, President and General Manager, BSC, LLC, and maintained by the BSC Human Resources and Training Organization.

2. The Environmental, Safety, and Health Training and Qualification Program Plan

The Environmental, Safety, and Health Training and Qualification Program Plan identifies the minimum training requirements to comply with ES&H criteria for various job functions. PLN-CRW-AD-000003 is a controlled document and can be found in OCRWM Programs & Procedures as a Plan.

Additional courses offered by the BSC HR and Training Organization can be found in Lotus Notes in the Training Calendar database.

Step 2: Document Training Requirements

Two tools are used to document all training requirements for performing a particular job function.

1. The General Employee Training Requirements Matrix (Attachment 1)

The General Employee Training Requirements Matrix is maintained by the BSC HR & Training Organization and documents minimum training requirements for employees as approved by the BSC General Manager in the General Employee Training Requirements Program Description.

2. The organization's Training Requirements Matrix

The organization's Training Requirements Matrix documents additional training requirements for job functions within each BSC organization. It is the organization manager's responsibility to prepare and maintain the Training Requirements Matrix for their organization.

Managers should identify additional training, excluding training already identified in the General Employee Training Program Description, in their organization's Training Requirements Matrix, as appropriate to specific job responsibilities. These additional training requirements may be determined through experience and understanding of the job, by more formal job analyses to evaluate the potential impacts on quality and/or safety of the worker, public and the environment, through the use of the Environmental,

Safety, and Health Training and Qualification Program Plan, and/or through requirements identified in regulations, procedures, policies, and plans.

One format for the organization's Training Requirements Matrix is presented in Attachment 2. Identify the organization represented and a list of job functions across the top row. List all training courses that are required by any and all of the job functions in the left-hand column. Place a mark indicating the required level of training at the intersection of each course and job function.

The Training Requirements Matrix is signed and dated by the responsible manager. When changes to training requirements are needed, revise the Training Requirements Matrix and sign and date the revision. Initial and revised Training Requirements Matrices are submitted to the BSC HR and Training Organization per AP-2.1Q, *Indoctrination and Training of Personnel*.

Step 3: Assign Job Functions to Employees

After determining the training requirements that apply to the job functions in an organization, the organization manager must assign applicable job functions to each employee. Three tools are used to assign TRM job functions to employees:

1. The Employee-to-Job Function Matrix is used:
 - to initially assign GETRM categories and the organization's TRM job functions to employees,
 - or
 - when changing job function titles on an organization's TRM to assign the new job function titles to the organization's employees.

The suggested format for the Employee-to-Job Function Matrix is presented in Attachment 3. List the General Employee Training Program Description job functions and the organizational specific job functions from the organization's Training Requirements Matrix across the top row. Identify employees in the left-hand column. Mark all applicable job functions for each employee

2. The Employee Status Change Notice (ESCN) is used to identify an employee's change in job functions or categories due to:
 - new hire
 - promotion
 - change of manager
 - change of organization
 - change of position description

The ESCN process is initiated through a Lotus Notes database titled "ESCN."

3. An e-mail or memo to the BSC Training Department with instructions on personnel training assignments.

Attachments:

Attachment 1 BSC General Employee Training Program Description

Attachment 2 Training Requirements Matrix template

Attachment 3 Employee-to-Job Function Matrix template

BSC Training Training Program Description

TPS Title: BSC General Employee Training Program
Description

Effective Date: 10/30/2002

TPD Number: TPD-GET-001

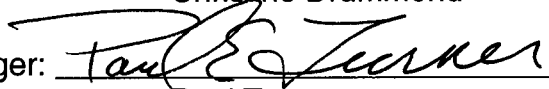
Revision Number: 1

QA: QA

Reviews

TPD Developer:  Date: 10/29/02
Christine Drummond

Training Supervisor:  Date: 10/29/02
Christine Drummond

Training Manager:  Date: 10/29/02
Paul Turner

Approval:

BSC General Manager:  Date: 10/29/02
Ken Hess

Change History

Date of Change	Revision Number	Reason for Change
10/09/02	0	Previously TPS-GET-1999-001 BSC General Employee Training Program Standard. This document was renumbered and titled to match the format identified in MIS-ADS-AD-000001 Training Management Manual. Add a job function for subcontractors who are not record sources but who may perform "Q" work. Removed requirement for Managing Electronic Mail Records training.
10/30/02	1	Changed title of Creation, Maintenance, Use, & Disposition of OCRWM Records CBT to Records Awareness Training CBT.

I. Program Description and Scope

This Training Program Description (TPD) will be used by:

- Bechtel SAIC Company, LLC (BSC),
- offsite personnel from affiliates of the Bechtel SAIC Company, LLC (BSC) group of companies (referred to as ROS personnel),
- national laboratory
- staff augmentation subcontractors, and
- subcontractors to BSC

as directed, to formally describe the minimum training and qualification requirements. Requirements for the General Employee Training Program Description will be updated as necessary by the Training Organization to reflect current requirements or changing conditions.

The graded, Systematic Approach to Training process will be utilized to ensure that the level of analysis, documentation, and actions necessary to comply with a requirement are commensurate with:

- the relative importance to safety, safeguards and security
- the magnitude of any hazard involved (ISM considerations)
- the life cycle stage of a facility
- the programmatic mission of a facility
- the particular characteristics of a facility; and
- other relevant factors.

Training Requirements are divided into three categories: Environmental, Safety, and Health, QA/Job Related, and Other. Initial training requirements must be completed within 90 days of hire or new assignment. Initial- Prior to Performing Work (IP) training requirements must be completed prior to beginning the specific work activity.

II. Environmental, Safety, and Health Training Requirements

Additional ES&H prerequisites for performing specific work are identified in PLN-CRW-AD-000003 Environmental Safety and Health Training and Qualification Program.

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
Prerequisites for unescorted Area 25 access				
Site Access Training (SAT)	IP/ Annual (must be completed during twelfth month of anniversary date of last SAT completion or repeat initial classroom training)	AP-ESH-004, Occupational Safety and Health Program PLN-CRW-AD-000003, ES&H Training and Qualification Program AP-OM-009 Site Access Control	Initial: Classroom training Annual Refresher: Computer Based Training	Personnel who require unescorted access in Area 25 at the Nevada Test Site (NTS)

*BSC Training Program Description
General Employee Training
Revision 1, 10/30/02*

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
Prerequisites for Remote unescorted Area 25 access				
Site Access Training (SAT)	IP/ Annual (must be completed within one month of expiration or repeat initial classroom training)	AP-ESH-004, Occupational Safety and Health Program PLN-CRW-AD-000003, ES&H Training and Qualification Program AP-OM-009 Site Access Control	Initial: Classroom training Annual Refresher: Computer Based Training	Personnel who require unescorted access in Area 25 at the Nevada Test Site (NTS)
American Red Cross (ARC) CPR or equivalent program. Currently, the only equivalent programs approved by the YMP Medical Director are: American Heart Association (AHA) CPR, National Safety Council (NSC) CPR, EMP International Medic First Aid Mark IV (which includes CPR), and Emergency Medical Technician certificate	ARC CPR – IP/ Annual re-certification; AHA CPR – IP/ 2 year re-certification NSC CPR – IP/ 2 year re-certification, EMP CPR – IP/ 2 year re-certification	PLN-CRW-AD-000003, ES&H Training and Qualification Program 29 CFR 1910.151 29 CFR 1926.50 OSHA Interpretation Number 1926.50, dated 06/02/93 AP-OM-009 Site Access Control	Classroom Training	Personnel requiring unescorted access underground or requiring unescorted access to or perform work in remote Area 25 locations (locations where professional medical response time exceeds 15 minutes) Note: Escorts shall be trained
American Red Cross (ARC) Standard First Aid or equivalent program. Currently, the only equivalent programs approved by the YMP Medical Director are: National Safety Council (NSC) First Aid, EMP International Medic First Aid Mark IV, and Emergency Medical Technician certificate	ARC First Aid – IP/ 3 year re-certification NSC First Aid – IP/ 3 year re-certification EMP First Aid – IP/ 2 year re-certification	PLN-CRW-AD-000003, ES&H Training and Qualification Program 29 CFR 1910.151 29 CFR 1926.50 OSHA Interpretation Number 1926.50, dated 06/02/93 AP-OM-009 Site Access Control	Classroom Training	Personnel requiring unescorted access underground or requiring unescorted access to or perform work in remote Area 25 locations (locations where professional medical response time exceeds 15 minutes). Note: Escorts shall be trained.

*BSC Training Program Description
General Employee Training
Revision 1, 10/30/02*

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
Prerequisites for performing work underground				
Site Access Training (SAT)	IP/ Annual (must be completed within one month of expiration or repeat initial classroom training)	AP-ESH-004, Occupational Safety and Health Program PLN-CRW-AD-000003, ES&H Training and Qualification Program AP-OM-009 Site Access Control	Initial: Classroom training Annual Refresher: Computer Based Training	Personnel who require unescorted access in Area 25 at the Nevada Test Site (NTS)
American Red Cross (ARC) CPR or equivalent program. Currently, the only equivalent programs approved by the YMP Medical Director are: American Heart Association (AHA) CPR, National Safety Council (NSC) CPR, EMP International Medic First Aid Mark IV (which includes CPR), and Emergency Medical Technician certificate	ARC CPR – IP/ Annual re-certification; AHA CPR – IP/ 2 year re-certification NSC CPR – IP/ 2 year re-certification, EMP CPR – IP/ 2 year re-certification	PLN-CRW-AD-000003, ES&H Training and Qualification Program 29 CFR 1910.151 29 CFR 1926.50 OSHA Interpretation Number 1926.50, dated 06/02/93 AP-OM-009 Site Access Control	Classroom Training	Personnel requiring unescorted access underground or requiring unescorted access to or perform work in remote Area 25 locations (locations where professional medical response time exceeds 15 minutes) Note: Escorts shall be trained
American Red Cross (ARC) Standard First Aid or equivalent program. Currently, the only equivalent programs approved by the YMP Medical Director are: National Safety Council (NSC) First Aid, EMP International Medic First Aid Mark IV, and Emergency Medical Technician certificate	ARC First Aid – IP/ 3 year re-certification NSC First Aid – IP/ 3 year re-certification EMP First Aid – IP/ 2 year re-certification	PLN-CRW-AD-000003, ES&H Training and Qualification Program 29 CFR 1910.151 29 CFR 1926.50 OSHA Interpretation Number 1926.50, dated 06/02/93 AP-OM-009 Site Access Control	Classroom Training	Personnel requiring unescorted access underground or requiring unescorted access to or perform work in remote Area 25 locations (locations where professional medical response time exceeds 15 minutes) Note: Escorts shall be trained

*BSC Training Program Description
General Employee Training
Revision 1, 10/30/02*

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
General Underground Training (GUT)	IP/ Annual (must be completed within one month of expiration or repeat initial classroom training)	AP-ESH-004, Occupational Safety and Health Program PLN-CRW-AD-000003, ES&H Training and Qualification Program AP-OM-009 Site Access Control	Initial: Classroom training Annual Refresher: Computer Based Training	Personnel requiring unescorted access underground
Respirator Protection Program Note: BSC accepts Respirator Medical Exams, training, and fit test provided by DOE National Laboratories and USGS FEOH Clinic, Denver, CO.	IP/ Annual (expires on one-year anniversary date)	LP-ESH-020-M&O Respiratory Protection Program AP-OM-009 Site Access Control	Computer Based Training followed by a fit test provided by IH Department Prerequisite: Respirator Medical Exam	Personnel requiring unescorted access underground and all other employees required to use a respirator
Other ES&H Training Requirements				
Employee Environmental, Safety and Health	Immediate and Annual- for all positions required to train, except Area 25 personnel who have an initial training requirement only.	AP-ESH-004, Occupational Safety and Health Program PLN-CRW-AD-000003, ES&H Training and Qualification Program YMP/95-01Waste Minimization and Pollution Prevention Awareness Plan	Initial: Classroom training (part of BSC General Employee Training) Annual Refresher: Attendance at Quarterly Continuing Training, ES&H Annual Refresher CBT, or other designated activity	All personnel who perform work at any BSC Nevada facility
Supervisor Training in Accident Reduction Techniques (START)	Initial	PLN-CRW-AD-000003 ES&H Training and Qualification Program	Classroom Training	Managers and Supervisors in Nevada, D.C. and McLean locations
Environmental Compliance Training for Managers and Supervisors (CBT)	IP/ Annual	YMP/93-04 Environmental Management Plan PLN-CRW-AD-000003 ES&H Training and Qualification Program	Computer Based Training or Attending Quarterly Continuing Training or Other designated activity	Managers and Supervisors who direct work in the field

III. QA/Job Related Training Requirements

Courses identified in Section III, QA/ Job Related Training Requirements, must be completed prior to performing the specific work activity.

*BSC Training Program Description
General Employee Training
Revision 1, 10/30/02*

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
Introduction to Quality Assurance	IP	Section 2.2.12 of the QARD AP-2.1Q, Indoctrination and Training of Personnel	Classroom training	Personnel that perform quality affecting activities

IV. Other Training Requirements

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
ES&H Training Requirements				
BSC Progressive Discipline Policy Training	Initial	BSC Management Direction #1024010248	Classroom Training	All BSC managers/ supervisors, and any other managers/ supervisors supervising BSC employees
AP-REG-004, Condition/Issue Identification Reporting/Resolution System	Initial	BSC Management Direction LV.COM.GET.06/00-001 CIRS, Procedure AP-REG-004, Condition/Issue Identification and Reporting/Resolution System	Attendance at BSC General Employee Training or Web Based Training	Personnel working over 50% of their time in BSC facilities
Records Awareness (CBT)	Initial	RW O 241.1OCRWM Records Management Program	Attendance at BSC General Employee Training or Computer Based Training	All personnel

*BSC Training Program Description
General Employee Training
Revision 1, 10/30/02*

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
Cyber Security Awareness	Annual	DOE O 471.2A, Information Security Program Public Law 100-235, The Computer Security Act of 1987	Initial: Web Based Training or Attending BSC General Employee Training Annual: Web Based Training or Attending Quarterly Continuing Training or Other designated activity	All personnel in Las Vegas, D.C. and McLean facilities with computer account
Diversity/EEO	Annual	BSC Management Direction LV.TR.GED.9/99-066 Diversity Training DOE O 311.1A Equal Employment Opportunity and Diversity Program	Initial: Diversity & EEO WBT or Attendance at BSC General Employee Training Annual Refresher: Diversity & EEO WBT or Attending Quarterly Continuing Training or Other designated activity	BSC, ROS, subcontractors to BSC, and staff augmentation subcontractor personnel at Nevada, D.C., and McLean facilities
Ethics Awareness Training	Initial	BSC Management Direction	Classroom (part of General Employee Training)	All BSC personnel
Managing Government Property	Initial	M&O Management Direction VA.GM.JNB.05/99-017-Mandatory Property Training PRO-FB-002 Personal Property Management	Computer Based Training or Attending BSC General Employee Training	All personnel assigned to Nevada, D.C. and McLean facilities
Sexual Harassment Training	Every 2 Years	M&O Management Direction VA.GM.RLS.11/98.253 Sexual Harassment Training DOE O 311.1A Equal Employment Opportunity and Diversity Program	Initial: Computer Based Training or Attending BSC General Employee Training Annual: Computer Based Training or Attending Quarterly Continuing Training or Other designated activity	All personnel at Nevada, D.C., and McLean facilities

*BSC Training Program Description
General Employee Training
Revision 1, 10/30/02*

Course	Frequency	Requirements/Source	Type of training offered by BSC Training Organization	Affected Personnel
Substance Abuse and Employee Assistance Program	Initial	10 CFR 707.6 Workplace Substance Abuse Programs at DOE Sites LP-ESH-023-M&O, Occupational Health Program BSC Management Direction LV.TR.KBK.12/00-007	Web Based Training or Attending BSC General Employee Training	All personnel working over 50% of their time in BSC facilities
YMP Security Awareness Training	Annual	DOE O 470.1, Safeguards and Security Program M&O Management Direction LV.GM.MJS.03/00-010 Security Awareness Computer Based Training	Initial: Computer Based Training or Attending BSC General Employee Training Annual: Computer Based Training or Attending Quarterly Continuing Training or Other designated activity	All personnel working in or frequenting Nevada, D.C., and McLean facilities

V. General Employee Training Requirements Matrix

The General Employee Training Requirements Matrix displays the general employee's training requirements by job function. Job functions have been created to distinguish between types of employees, work locations, and facility access requirements.

All applicable personnel are assigned one of the following employee job functions:

- Exempt from all training requirements
- Offsite Subs/ ROS- non-record source
- Working less than 30 days
- BSC
- Non-BSC

Other optional job function categories include:

- Manager / Supervisor
- Unescorted Area 25 or Unescorted Area 25 Remote
- Unescorted Underground

General Employee Training Requirements Matrix

Requirements		Job Functions														
		A								B		C		D		
		1	2	3	4				5				1	1	2	1
Class Title	Class #	Exempt from all Training Requirements	Offsite Subs/ ROS- non-record source	Personnel Working Less than 30 days	BSC				Non-BSC				Manager/ Supervisor	Unescorted Area 25 Remote	Unescorted Area 25	Unescorted Underground
					LV	Site	D.C.	Other	LV	Site	D.C	Other				

ES&H Training Requirements

American Red Cross CPR	LPSAF00-022														IP/A		IP/A
American Red Cross First Aid	LPSAF00-021														IP/3A		IP/3A
Employee Environmental, Safety and Health	LPGET00-014				A	I			A	I							
Environmental Compliance training for Managers & Supervisors (CBT)	LPENV00-002												IP/A	IP/A			
General Underground Training	LPSAF00-064																IP/A
Respiratory Protection Program	LPSAF00-060																IP/A
Site Access Training	LPGET00-012														IP/A	IP/A	IP/A
Supervisor Training in Accident Reduction Techniques	LPSAF00-061												I				

QA/Job Related Training Requirements

Introduction to Quality Assurance	LPGET00-013		IP	IP	IP	IP	IP	IP	IP	IP	IP	IP					
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Other Training Requirements

AP-REG-004, CIRS (CBT)	LPGET00-009				I	I	I		I	I	I						
BSC Progressive Discipline Policy	LPGET01-005												I				
Records Awareness (CBT)	LPTEC00-012		I	I	I	I	I	I	I	I	I	I					
Cyber Security Awareness (CBT)	LPGET00-016				A	A*	A		A	A*	A						
Diversity / EEO (WBT)	LPPD00-009				A	A	A		A	A	A						
Ethics Awareness	LPGET01-004				I	I	I										
Managing Government Property (CBT)	LPGET00-017				I	I	I		I	I	I						
Sexual Harassment (CBT)	LPGET00-018				2A	2A	2A		2A	2A	2A						
Substance Abuse & Employee Assistance Program (WBT)	LPSAF00-063				I	I	I		I	I	I						
YMP Security Awareness (CBT)	LPGET00-002				A	A	A		A	A	A						

Legend

* Site Craft personnel are exempt

A = Initially & Annual Refresher

2A= Initially & every 2 years

IP = Initial - Prior to performing specific work activities

3A = Initially & every 3 years

I = Within 90 days of Initial Hire or New Assignment (if not previously taken)

Job Function Selection:

- A. Must select only 1 of 5 employee types from A category. Select Location, when applicable, based on the location the individual will spend the majority of time working.
- Exempt from all training requirements: This category contains no training requirements. It can only be assigned to individuals who meet the following three criteria:
 - Do NOT perform Quality Affecting work
 - Are NOT Record Sources, per AP-17.1Q
 - Are NOT assigned workspace by Facilities in any Las Vegas YMP facility.
 - Offsite Subs/ ROS- non-record sources- subcontractors and ROS personnel who do not meet the Employee Type 1 because they may perform "Q" work, but who are not working in OCRWM facilities and who are not record sources, per AP-17.1Q.
 - Employees Working Less than 30 Days- personnel who do not meet the definition Employee Type 1 and are working on the OCRWM Program less than 30 days
 - BSC: All BSC personnel are assigned to this category. Note: Employees working at different locations, have different training requirements.
 - Non-BSC: all personnel who do not fit the definition of any of the other 3 employee types. Note: Employees working at different locations have different training requirements.
- B. Select category B - Manager/ Supervisor if the individual is a manager or supervisor.
- C. Select only 1 of the Area 25 Access levels from Category C if the individual requires unescorted access to area 25. Remote locations are areas where medical response time exceeds 15 minutes.
- Select Category D- Unescorted Underground if the individual requires unescorted access underground at Area 25.

VI. References

10 CFR 707.6 Workplace Substance Abuse Programs at DOE Sites
29 CFR 1910.151
29 CFR 1926.50
AP-ESH-004 Occupational Safety and Health Program
AP-OM-009 Site Access Control
DOE/RW-0333P OCRWM Quality Assurance Requirements and Description
DOE O 311.1A Equal Employment Opportunity and Diversity Program
DOE O 470.1, Safeguards and Security Program
DOE O 471.2A Information Security Program
LP-ESH-020-BSC Respiratory Protection Program
LP-ESH-023-BSC Occupational Health Program
LP-ESH-031-BSC Hearing Conservation Program
OSHA Interpretation Number 1926.50, dated 06/02/93
PLN-CRW-AD-000003 ES&H Training and Qualification Program
PRO-FB-002 Personal Property Management
Public Law 100-235, The Computer Security Act of 1987
RW O 241.1 OCRWM Records Management Program
YMP/93-04 Environmental Management Plan
YMP/95-01 Waste Minimization and Pollution Prevention Awareness Plan

(DEPARTMENT NAME)

Date:

[illegible]

Attachment 3 Employee-to-Job Function Matrix

Employee		General Employee Training Requirements Matrix Job Functions													Organization's Job Functions							
		Exempt from all Training Requirements	Offsite Subs/ ROS- non-record source Employees Working Less than 30 days	BSC				Non-BSC				Manager/ Supervisor		Unescorted Area 25 Remote	Unescorted Area 25	Unescorted Underground						
				LV	Site	D.C.	Other	LV	Site	D.C.	Other	LV, Site, D.C.	Other									
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* Note: Employees must be one of the first five GETRM categories; Exempt from all Training Requirements, Offsite Subs/ROS- non-record source, Working less than 30 days, BSC, or Non-BSC. See the GETRM in Attachment 1 for descriptions of these categories.